

PART ONE

SEVEN STEPS TO ORGANIC CERTIFICATION

Step 1: Contact WSDA Organic Food Program.

Contact the WSDA Organic Food Program to request an Organic Certification Guide and application materials:

Washington State Department of Agriculture
Organic Food Program
1111 Washington Street
Olympia, WA 98504
organic@agr.wa.gov
(360) 902-1805

Washington State Department of Agriculture
Organic Food Program
PO Box 42560
Olympia, WA 98504-42560

<http://agr.wa.gov/FoodAnimal/Organic/default.htm>.

Step 2: Read the WSDA Organic Certification Guide.

The Organic Certification Guide contains information on organic standards, the organic certification process, and requirements specific to your business. Use this guide as a tool in navigating through the certification process.

Step 3: Complete the application materials and submit fees that pertain to your business.

You will not be contacted to schedule an organic food inspection until all of the required application documentation is submitted. If you have question regarding the application materials or the fees associated with organic certification, please contact the Organic Food Program at organic@agr.wa.gov or (360) 902-1805.

Step 4: Application review and approval.

Your application will be evaluated for completeness and compliance with the National Organic Program. You will be notified if additional information is necessary to complete the review of your application materials. If no additional information is needed, you will be notified that a complete application has been received and notified of who your Organic Field Inspector will be.

Step 5: Organic food inspection.

After a complete application for organic certification has been received by the Organic Food Program, an Organic Field Inspector will contact you to schedule an inspection of your business. Due to the large volume of applicants in the Organic Food Program, it is important to try to accommodate your inspector's schedule, as rescheduling could delay the certification process. Make sure that all necessary records are available for review at the time of your inspection. Inspections may take from 1 to 8 hours depending on the size and nature of your business.

Step 6: Inspection report review.

After the inspection of your business has occurred, your inspection report and related documentation will be evaluated for compliance with National Organic Standards.

Step 7: Certification status notification.

If the inspection verifies that your system is compliant with National Organic Program standards, you will be issued an updated or a new Organic and/or Transitional Food Certificate. If areas of noncompliance were identified during the inspection, you will need to correct the violation prior to receiving organic certification.

Please note that the certification process takes 90-120 days for new applicants.

PART TWO

TIPS ON COMPLETING YOUR APPLICATION FORMS FOR ORGANIC CERTIFICATION

NATIONAL ORGANIC PROGRAM (NOP) ORGANIC CERTIFICATION

Please Note:

- The certification process takes 90-120 days for new applicants.
- Please complete and submit all application forms at least 90 days prior to the harvest of the organic and/or transitional crop.
- All application materials must be mailed to the Washington State Department of Agriculture (WSDA). Faxed applications will not be accepted.

Application for Organic Certification (AGR 2265)

Application for Organic Certification

This form is a formal request for your business to receive an inspection to National Organic Program standards and captures the details regarding the location of your operation and the person overseeing organic production. This form must be completed in order for WSDA Organic Food Program to process your application for certification.

Organic Operator Agreement

In Section 205.400, the National Organic Program outlines the general requirements for operations seeking certification. These requirements are outlined in the Organic Operator Agreement. By signing the Operator Agreement you are agreeing to comply with the requirements of the National Organic Program. A signed Operator Agreement must be submitted in order for WSDA Organic Food Program to process your application.

Organic System Plan (Cropping, Ruminant, Non-Ruminant, Processor and Handler, Retail Store and Restaurant, Brokerage and Marketing Company) (AGR 2121, 2181, 2255, 2254, 2248, 2247)

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan that is agreed to by the certified producer or handler and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance.

The organic system plan must include the following:

- A description of practices and procedures - including the frequency with which they will be performed,
- A list and detailed information regarding each substance to be used in organic production or handling,
- A description of the monitoring practices and frequency the practices will be performed,
- A description of the recordkeeping system that demonstrates compliance with the National Organic Program,
- A description of the practices in place to prevent commingling of organic and non-organic products,
- A description of the practices in place to prevent contamination of organic products with prohibited substances,
- Any additional information required by the certifying agent in order to evaluate compliance.

Please complete *all sections* of the Organic System Plan. If a section does not apply to your specific business, please indicate that on the form. The more details you provide on your System Plan, the smoother will be the inspection and certification process.

Organic Crop and Livestock Producer Forms

Site Information Form (AGR 2124)

The Site Information Form captures information on an individual site's acreage, the crops being produced, the surrounding land use and the history of the land. A separate Site Information Form must be submitted for each site seeking (re)certification. Additionally, an accurate and up-to-date map must be submitted for each site being certified.

Attention Renewal Applicants: The Organic Food Program is updating all site information and implementing a new site naming system for the 2005 production season. Site Information Forms must be submitted for all sites currently certified by the Organic Food Program. A map of each site must be submitted with each Site Information Form.

Your map must include all of the information listed below.

Maps are acceptable from the following sources:

1. Hand Drawn Maps. (Hand drawn maps are acceptable if they are neat, legible, and an accurate representation of the site.)
2. County Assessor's Office or planning department.
3. Surveyor map.
4. Computer generated Geographic Information System (GIS) maps.

Your map needs to meet all of the following requirements:

1. Accurately show the borders of the site by delineating the shape and size of the site.
2. Clearly represent what separates the subject site from other land use such as roads, canals, fences, and open land.
3. Indicate adjacent land that is not under your management.
4. Be clearly and accurately *labeled* to show adjacent land use (e.g. orchard, pasture, fallow, residential, or land not previously cultivated or altered), public roads, driveways, farm access roads, canals, creeks, and other bodies of water.

All maps must be no larger than 8 1/2" by 11".

New Site Form (AGR 2262)

The New Site Form captures information on materials applied to new sites for the past 36 months. It is a method for obtaining the date of the last prohibited material application. For new applicants, a New Site Form must be completed in addition to the Site Information Form for each site you are seeking to have certified. If you are already certified and want to add a site to your certification, you must complete a New Site Form and a Site Information Form for each new site.

Production Yield Form (AGR 2256)

Please complete the form to account for your 2004 organic crop yields and 2005 estimated organic crop yields.

Organic Processor Forms

Organic Product Summary – Processors (AGR 2250)

The Organic Product Summary provides a space for you to identify the new products your company would like certified and/or the products that your company would like to continue certification of for the upcoming year. The first part of the form is divided into the four types of labeling categories, as defined by the National Organic Program, and requires products to be listed according to the organic labeling claims made

on the product. The second section of the form asks for the details on how your company ensures the ingredients in your company's products comply with the National Organic Program Rule.

Organic Product Formulation Form (AGR 2178)

The Organic Product Formulation Form must be filled out for each *NEW* product your company would like certified. The National Organic Program divides products into four labeling categories based on the organic composition of the product. The Product Formulation Form captures the details regarding the formulation and organic composition for each processed product to ensure all ingredients and processing aids are in compliance with the National Organic Program.

New products may be added to your existing organic certificate throughout the year upon the submission of the Product Formulation Form and the necessary accompanying. If it is determined that your new product is in compliance with the National Organic Program Rule, your organic certificate will be updated accordingly. **Please note that faxed requests to add new products will not be accepted.**

Commercial Availability Form (AGR 2251)

Products labeled "organic" must contain at least 95% organic ingredients. To be used in the remaining 5% of the product, non-organic ingredients must not be commercially available in an organic form. Certified operations are responsible for documenting efforts to source organic forms of ingredients. Please use the Commercial Availability form as a tool to document the search for organic forms of ingredients. Please submit a copy of this form when requesting certification of a new organic product that contains non-organic agricultural ingredients in the product. In addition, please have this information available for review during your organic food inspection.

Non-Organic Ingredient Affidavit (AGR 2252)

The National Organic Program establishes specific requirements around the use of non-organic agricultural ingredients in a processed product labeled as "organic" or "made with organic (specific ingredients or food groups)." In order to use a non-organic agricultural ingredient in these products, verification must be obtained that the non-organic ingredient has been produced without the use of excluded methods (genetically modified organisms), ionizing radiation, and sewage sludge. Please use the Non-Organic Ingredient Affidavit as a tool to document the compliance of a non-organic agricultural ingredient in your product. Please submit a copy of this form when requesting certification of a new product with non-organic agricultural ingredients in the product. In addition, please have this information available for review during your organic food inspection.

Organic Handler Forms

(Including Retail, Restaurant, Brokerage, and Marketing Companies)

Organic Product Summary – Handlers-Brokerages-Retailers (AGR 2249)

The Organic Product Summary provides a space for you to identify the new products your company would like certified and/or the products that your company would like to continue certification of for the upcoming year.

Please Note: If your Brokerage or Marketing Company is responsible for creating formulations or for sourcing ingredients for a processed product, you may be required to fill out and submit the Product Formulation Form and additional documents noted in the Processor Application Section above. Please contact Brenda Book at (360) 902-2090, or bbook@agr.wa.gov with questions or requests for the forms.

EUROPEAN ORGANIC VERIFICATION PROGRAM ORGANIC CERTIFICATION

Please Note:

- The European Organic Verification Program is a certification offered in addition to your National Organic Program certification. You must be certified to the NOP prior to receiving EOVP certification.
- If your EOVP application documents are received after your annual organic food inspection, you will be billed at a rate of \$40/hour for the additional inspection that will be required to complete a European inspection of your business.

European Organic Verification Program Application (AGR 2207)

This form is a request for your business to receive an inspection to European organic standards.

EOVP for Organic Crop Producers

EOVP Organic Cropping System Plan (AGR 2210)

This plan is an addendum to your NOP Organic Cropping System Plan. It addresses requirements required by the European Union, but not by the National Organic Program. In order to process your application for European certification, you must complete both the NOP and the EOVP Cropping System Plans.

EOVP for Organic Processors and Handlers

EOVP Handler and Processor System Plan (AGR 2211)

This plan is an addendum to your NOP Organic Handling and Processing System Plan. It addresses requirements required by the European Union, but not by the National Organic Program. In order to process your application for European certification, you must complete both the NOP and the EOVP System Plans.

EOVP Supplier Form – Handlers (AGR 2212)

The EOVP Supplier Form provides a space for you to identify the new products your company would like certified under the European program and/or the products that your company would like to continue European program certification of for the upcoming year.

EOVP Product Profile – Processors (AGR 2213)

The EOVP Product Profile provides a space for you to identify the new products your company would like certified under the European program and/or the products that your company would like to continue European program certification of for the upcoming year. The Product Profile also captures the details regarding the formulation and organic composition for each processed product to ensure all ingredients and processing aids are in compliance with the European Organic Verification Program.

FEES

Producer Fees (AGR 2259)

Organic producers complete this form to determine their organic certification fees. New applicants complete the new applicant section. Renewal applicants must complete the Organic Producer Sales Summary to determine their certification fees.

Organic Producer Sales Summary (AGR 2261)

This form provides a summary of the organic sales during the previous calendar year. This information is necessary in order to conduct sales audits and to determine that the appropriate certification fees have been paid.

Handler Fees (AGR 2260)

Organic handlers complete this form to determine their organic certification fees. New applicants complete the new applicant section. Renewal applicants must complete the Organic Handler Sales Summary to determine their certification fees.

Organic Handler Sales Summary (AGR 2165)

This form provides a summary of the organic sales during the previous calendar year. This information is necessary in order to conduct sales audits and to determine that the appropriate certification fees have been paid.

Processor Fees (AGR 2258)

Organic processors complete this form to determine their organic certification fees. New applicants complete the new applicant section. Renewal applicants must complete the Organic Processor Sales Summary to determine their certification fees.

Organic Processor Sales Summary (AGR 2169)

This form provides a summary of the organic sales during the previous calendar year. This information is necessary in order to conduct sales audits and to determine that the appropriate certification fees have been paid.

PART THREE

GENERAL CERTIFICATION INFORMATION

What is organic food?

The National Organic Standards Board defines organic agriculture as an ecological production management system that promotes and enhances bio-diversity, biological cycles, and soil biological activity. It is based on minimal use of off-farm inputs and on management practices that restore, maintain, and enhance ecological harmony. 'Organic' is a labeling term that denotes products produced under the authority of the Organic Foods Production Act of 1990.

What is organic certification?

Organic certification means that an independent, third party has verified that the requirements of organic crop production, processing and handling have been met. Under the National Organic Program, all products sold as organic in the United States must be certified by a National Organic Program (NOP) accredited certification agency, except for businesses that annually sell \$5,000 or less of organic products.

What is the National Organic Program?

The National Organic Program is the United States Department of Agriculture's standard to which all food intended to be sold in the United States as "organic" must be produced. A copy of the National Organic Standard is available at www.ams.usda.gov/nop/. A copy of the Washington State Department of Agriculture Organic Food Program rules is available at (<http://www.agr.wa.gov/FoodAnimal/Organic/default.htm>). All applicable rules are located in the Appendixes of the Organic Certification Guide.

Do I need to be certified?

Except for businesses indicated as exempt or excluded from certification in Section 205.101, all processors and handlers of organic food must be certified. Additionally, retail operations and some handlers (brokers, grocers, and distributors) are not required to be certified.

Exemptions

1. Handlers and Processors that sell less than \$5,000 worth of organic products.
2. Retail food stores.
3. Processors that produce products with less than 70 percent organic ingredients.
4. Processors that produce products that limit their organic claims to the information panel.

Exclusions

5. Handlers that only handle packaged organic food products (e.g. brokers, grocery distributors, cold storage warehouses).
6. Retailers that have in-store bakeries, delicatessen, salad bar or ready to eat food.

Exempt or excluded handlers and processors may choose to obtain certification due to market demands, or to increase consumer confidence of products. Contact WSDA Organic Food Program with questions regarding certification.

Will my business be inspected by the WSDA Organic Food Program?

Certified organic businesses are inspected at least once each year. The inspector will inspect all production and handling areas as well as all documentation you maintain related to your organic products. In addition, the WSDA Organic Food Program conducts unannounced Surveillance Inspections of certified and uncertified operators to monitor compliance with organic standards.

What happens if I don't show up at my annual organic food inspection?

If you do not show up for your scheduled annual organic inspection, you will be charged \$40.00/hr for the inspection after it is rescheduled including travel time to and from the inspection and travel expenses.

How long does it take to get certified as an organic food producer or handler?

New Applicants - If all the necessary information is received in a timely manner, the inspection and certification process takes 90-120 days. Incomplete applications will delay the certification process. Due to the large volume of inspections needing to be conducted, it may take an organic food inspector several weeks to fit a new inspection into their schedule.

Renewal Applicants - Organic certification is an annual procedure. Renewal applications are mailed in January or February of each year. An application, organic system plan, and fee needs to be submitted to WSDA every year and the renewal application must be postmarked by March 1st. If the renewal application is not postmarked by the due date, a \$75 late fee will be charged.

Renewal applications are due on March 1.

Will samples of organic products be taken and tested?

As part of the certification process, the Washington State Department of Agriculture Organic Food Program takes samples from a percentage of applicants. These samples are sent to a laboratory for chemical residue analysis. The laboratory that WSDA deals with is the WSDA Chemical and Hop Laboratory. In signing the new or renewal application, you are giving permission for the WSDA OFP to send any samples that are taken at your farm/facility to the WSDA Chemical and Hop Laboratory for analysis.

Note: All business related information submitted or collected is confidential and exempt from public inspection and copying (RCW 15.86.110).



PART FOUR

CROP PRODUCER INFORMATION

Can I grow both organic and conventional crops on the same farm?

Yes. Adequate buffer zones must be in place to prevent the unintended application (e.g. spray drift) of a prohibited substance to the organic crop. Procedures must be in place to prevent organic crops from being contaminated with prohibited substances applied through spray equipment used on land that is not under organic management. Recordkeeping must clearly delineate between organic and conventional crops.

What if I want to add acreage or remove a site from organic certification?

Adding Acreage – If you are applying for additional acreage to be certified, this is considered a new site and you must complete a Site Information Form and send it with a detailed map of the new site to this office. **Do not add acreage to an existing site. Contact the Organic Food Program to obtain a Site Information Form.**

Removing a Site – You must notify the WSDA Organic Food Program if you are removing acreage from the organic certification program. The WSDA Organic Food Program must be notified *prior* to treating the site or acreage with a prohibited material. Once you have notified the WSDA Organic Food Program, the site or acreage will be removed from your Organic Food Certificate.

When will I receive my updated Organic Food Certificate?

Please note that you will not receive your 2005 updated Organic Food Certificate until *after* your annual organic food inspection has been conducted unless:

- You have an new early harvest crop, OR
- You have removed a site from organic production.

What documents do I need to have available for review during my organic food inspection?

National Organic Program Inspections

An inspector will contact you to set the date, time, and location for your inspection. Producer inspections are done *before* the crop is harvested. The following information must be available for review at the time of your inspection: material application records, material receipts and invoices, composting records, accurate site maps, verification of your attempts to source organic seeds, and sales/yield information.

European Organic Verification Program Inspections

EOVP applicants must have the following documentation available for review in addition to the items listed above: Complaint Records, labor policies/records, and documentation verifying that any manure used did not come from caged poultry.

Be prepared to spend time for this process. An organic inspection can take from one to many hours depending on the size and complexity of the operation. The inspector will want to look at your material storage facility, your production sites, and any other applicable machinery, property, and other factors that impact your organic production.

Are there other requirements that I need to comply with to market my crops?

The Handbook of Regulations for Direct Farm Marketing is designed to assist farmers in negotiating the Washington State regulations associated with direct marketing of farm products. By providing producers with this regulatory information, the Department of Agriculture can help ensure compliance with food safety and licensing policies, facilitate the use of direct marketing strategies, and promote localized food systems. There are many resources available to assist small farms in successfully direct marketing their products. Many of these have been listed in the back of “The Green Book” to help producers find pertinent information

on direct marketing. Contact the Organic Food Program to obtain a copy of the handbook or going on line to <http://agr.wa.gov/marketing/smallfarm/greenbook.htm>.

How do I know if I need to be a certified processor or handler if I am currently certified as an organic food producer?

Organic Handler Certification is required if:

- You sell, distribute, pack, or label organic food products for other organic producers or farmers.

The costs for organic food handler certification are based on the total gross sales, or service fees, you collect for the handling of products that are not produced on your farming operation.

Organic Processor Certification is required if:

- You engage in changing an organic food into a different form or product. Processing includes, but is not limited to, canning, freezing, drying, dehydrating, cooking, pressing, powdering, packaging, baking, heating, mixing, grinding, churning, separating, extracting, cutting, fermenting, eviscerating, preserving, jarring, or slaughtering.

If you are only processing organic food that is produced on your farm, the costs for organic processor certification are included in the fees you pay to maintain your producer certification. If you process organic food that is not produced on your farm, or you custom process for another farm or business, the costs for organic processor certification are based on the total gross sales, or service fees, collected for the processing of products these products.

Questions related to processing and handling organic food products can be directed to Brenda Book by phone at (360) 902-1805 or email bbook@agr.wa.gov.



How can I determine what fertilizers, pest control substances and other materials I am allowed to use in organic farming (processing)?

Please refer to National List of Allowed and Prohibited Substances, §205.601 through 205.606 of the NOP to determine what materials are approved for use in organic crop production. You may also refer to the WSDA Brand Name Material List (BNML) which evaluates materials to determine their status for use. Pay careful attention to annotations and restriction listed on both the National List and the BNML. There have been many changes to the list and the use of a material that is not currently approved can result in the loss of certification for 3 years. See the section Materials Approved in Organic Production and Handling for more information.

If I grow perennials, do I need to grow a cover crop?

Yes. The National Organic Standards require that soil fertility and crop nutrient management be maintained through crop rotations, cover crops, and the application of plant and animal materials. If you plant a cover crop, the National Organic Program requires that certified producers use organic seeds unless they are not commercially available. You must have documentation verifying your attempts to source organic seeds available for review at the time of your annual inspection.

Do I have to rotate my crops if I grow perennial crops?

Yes. The National Organic Program requires that soil fertility and crop nutrient management be maintained through crop rotations, cover crops, and the application of plant and animal materials.

Do I have to use organic seeds?

Yes. The National Organic Standards require that organic producers use organic seeds unless they are not commercially available. Please see ATTRA's list of seed suppliers at the back of the Organic Certification Guide to assist you in sourcing certified organic seeds.

Do annual transplants have to be organic?

Yes. The National Organic Program requires that organic producers use organic annual seedlings.

PART FIVE

ORGANIC LIVESTOCK PRODUCER INFORMATION

What is organic livestock?

Organic livestock production requires that animals be fed 100% organic feed, have access to pasture for ruminants and access to the outdoors for non ruminants, and prohibits the use of antibiotics and hormones. Organic livestock must be under organic management for a specific period of time. Organic livestock operators must maintain or improve soil and water quality and provide living conditions and health care practices that meet organic standards. (NOP 205.237, NOP 205.238, NOP 205.239)

What are the organic livestock producer standards?

The National Organic Program (NOP) sections 205.236 — 205.239 contain the standards that must be followed for organic livestock production. The standards include criteria for the origin of livestock, livestock feed, livestock health care, and livestock living conditions. Approved and prohibited substances for health care, feed supplements, feed additives or for other purposes are listed in NOP sections 205.603 and 205.604.

Do I need to submit a separate system plan for organic livestock?

Yes. WSDA provides two separate system plans specific to ruminant livestock production and non-ruminant livestock production. The type of system plan you must complete depends on the type of animals that are under organic management. For instance, an organic dairy would complete an Organic Ruminant Livestock System Plan, while an organic egg producer must complete an Organic Non-Ruminant Livestock System Plan. If you manage both ruminant and non-ruminant animals, you must fill out both system plans. In addition, if you raise crops other than livestock feed (such as vegetables or tree fruit), you must also complete Organic Cropping System Plan. If you are unsure about which System Plan you should complete, please contact the Organic Food Program.



What are the requirements for different kinds of animals?

Dairy Whole Herd Conversion (80/20 option)	
Feed	For herds converting to organic, requires 80% organic feed for the first 9 months followed by 3 months of 100% organic feed. After conversion all feed must be organic. Replacement stock must be under organic management from the last third of gestation.
Antibiotics	Prohibited for one year prior to milking during conversion. After conversion antibiotics are prohibited. For replacement stock, antibiotics are prohibited from the last third of gestation.
Hormones	Prohibited for one year prior to milking during conversion, except for oxytocin for postpartum therapeutic use. After conversion hormones are prohibited except for oxytocin. For replacement stock, hormones prohibited from the last third of gestation.
Vaccinations	Vaccinations and biologics for endemic disease are approved.
Pasture requirements	Requirements include access to organic pasture.

Dairy One-Year Herd Conversion	
Feed	For converting a herd to organic management the animals must be fed 100% organic feed for 12 months.
Antibiotics	Prohibited within 12 months of organic milk production.
Hormones	Prohibited within 12 months of organic milk production, except for oxytocin for postpartum therapeutic use.
Vaccinations	Vaccinations and biologics for endemic disease are approved.
Pasture Requirements	Requirements include access to organic pasture.

Poultry (Meat & Egg)	
Feed	Requires 100% organic feed from day old chicks to slaughter or egg production.
Antibiotics	Prohibited.
Hormones	Prohibited.
Vaccinations	Vaccinations and biologics for endemic disease are approved.
Living conditions	Requirements include access to the outdoors and direct sunlight.

Slaughter Stock (Beef, Dairy, Pork, Lamb, etc.)	
Feed	Requires 100% organic feed from last third of gestation.
Antibiotics	Prohibited.
Hormones	Prohibited, except for oxytocin for postpartum therapeutic use.
Vaccinations	Vaccinations and biologics for endemic disease are approved.
Pasture Requirements	Requirements include access to the outdoors. Organic pasture is required for ruminants.

What is organic feed?

Organic feed is feed produced in compliance with the organic crop production standards. Feed includes forages, hay, silage, grain and any other material consumed by livestock. The National Organic Program approves the use of some synthetic feed additives including vitamins and minerals. Approved feed additives are listed in NOP 205.603(d).

What kind of living arrangements are required for organic livestock?

Organic livestock and poultry must have living conditions with access to the outdoors, shade, shelter and direct sunlight. Ruminants must have access to organic pasture. Temporary confinement is allowed only under specific circumstances, including inclement weather, stage of production, well being of the animal, or to protect soil or water quality. (NOP 205.239)

What kind of health care medicine can I give to my livestock?

A livestock health program must include strategies and documentation for disease prevention, parasite control, and disease treatment as outlined in NOP 205.238. Vaccinations and veterinary biologics for endemic disease are approved. When preventive practices are inadequate to prevent sickness, synthetic medications may be administered only if approved under NOP 205.603. Organic producers of livestock products must not withhold disease treatment in order to represent the livestock product as organic.

What kind of records do I need to maintain?

In order to verify compliance with organic standards, the following records must be maintained:

- All medications administered (dates, dosages, and sources);
- All feed bought or raised, and fed (receipts, sources, organic certificates, labels);
- All feed supplements used (receipts, labels, sources, dates and quantity given to livestock);
- The weight of slaughter animals at slaughter or hanging carcass weight;
- Purchase and sales records for livestock and livestock products (dates, weights, quantities, description, etc.);
- All materials used in the on-site production of crops for feed (receipts, source, dates, & quantity applied) and
- Sales records of finished product.

Livestock Record Keeping Forms

The organic livestock standards require that accurate records be maintained. Livestock application packets include forms that you may use to maintain those records. You must maintain these records and have them available at the time of inspection. DO NOT return these forms with your application.

Does the slaughterhouse or custom slaughter operator need to be certified?

Yes. All processors of organic products must be certified to process organic product. If your slaughter facility is not certified, they should contact our office at least three months prior to the slaughter of your animals.

RESOURCES FOR ORGANIC LIVESTOCK PRODUCERS

Organic Feed

National Organic Program 205.237 requires the producer of an organic livestock operation to provide livestock with a total feed ration that is organically produced and handled. In order to assess the availability and price trends of organic livestock feed, a study was performed, Organic Feed for Poultry and Livestock: Availability & Prices. You can find a copy of this study at the NOP website: <http://www.ams.usda.gov/nop/ProdHandlers/FeedStudyJune2003.pdf>.

The NOP has also listed a link on the web-site that directs producers to information regarding producers and handlers of organic feed. This list is organized by state and can be found on the internet at <http://www.ams.usda.gov/nop/ProdHandlers/FeedProducers.html>

Additionally, you can locate a list of WSDA certified organic feed growers at the Organic Food Program web-site. Please follow the links to the list of certified producers, or access it directly at <http://agr.wa.gov/FoodAnimal/Organic/FoodProducers.htm#Certified>

Slaughter

National Organic Program standard 205.100 requires that each production or handling operation that produces or handles crops, livestock, livestock products or other agricultural products that are intended to be sold, labeled or represented as organic must be certified to the National Organic Standard. For slaughter stock, all processing, including the slaughter facility as well as the cut and wrap facility must be certified organic. Please verify the certification status of each facility prior to processing any livestock or livestock products. You must maintain a copy of the facilities organic certificate and have it available at each announced inspection.

The following is a list of slaughter and cut and wrap facilities that are currently certified by the WSDA Organic Food Program. This list may change at any point, please refer to the WSDA Organic Food Program web-site, <http://agr.wa.gov/FoodAnimal/Organic/default.htm> for updates.

Certified Organic Slaughter Facilities	Certified Organic Cut & Wrap Facilities
Midway Meats Chehalis, WA (360) 736-5886 <i>Organic Meat</i>	The Beef Shop Chehalis, WA (360) 736-5257 <i>Organic Meat</i>
Buxton Meats Sandy, OR (503)-668-4838 <i>Organic Beef</i>	Mondo & Sons, Inc. Seattle, WA 98118 (206) 725-1565 <i>Organic Beef</i>
Kapowsin Meats, Inc. Graham, WA (253) 847-1777 <i>Organic Pork</i>	McCullum Enterprize, Inc. dba Meat Distributors Kirkland, WA (425) 827-0506 <i>Organic Beef</i>
Island Grown Farmers Cooperative Bow, WA (360) 766-4273 <i>Organic Beef, Pork, Sheep</i>	River Run Farm – Processing Sandy, OR (503) 728-4561 <i>Organic Beef</i>

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Certified Organic Slaughter Facilities	Certified Organic Cut & Wrap Facilities
Skagit River Ranch Sedro Wooley, WA (360) 856-0722 <i>Organic Chicken (slaughter)</i>	The Meat Shop of Tacoma – Processing Tacoma, WA (253) 537-4490 <i>Organic Beef, Pork, Poultry</i>
	Skagit River Ranch Sedro Wooley, WA (360) 856-0722 <i>Organic Chicken (cut and wrap)</i>
	Johnson's Smokehouse & Sausage Kitchen East Olympia, WA 98540 (360) 459-8169 <i>Organic Pork Products</i>

Egg Handling

If you are producing and marketing organic eggs, you may be required to obtain an egg handlers license. Chapter 69.25 RCW defines an egg handler and dealer as any person who produces, contracts for or obtains possession or control of any eggs for the purpose of sale to another dealer or retailer or for processing and sale to a dealer, retailer or consumer. Sell or sale includes, offer for sale, expose for sale, have in possession for sale, exchange, barter, trade, or as an inducement for the sale of another product.

There are no exemptions from the provisions of Chapter 69.25 RCW or no specific exemption for sales at farmers markets. Sellers at farmers markets are considered to be egg handlers and dealers under the law. However, only sales at the place of production are considered to be exempt from the provisions of 69.25 RCW and of rules implemented under it's authority.

For additional questions, please contact the Egg Safety Program at (360) 902-1830 or on the internet at <http://agr.wa.gov/FoodAnimal/Eggs/default.htm>.

Other Resources:

Appropriate Technology Transfer to Rural Areas (ATTRA) – <http://attra.ncat.org/> Offers a wide variety of publications and information regarding sustainable agriculture. They offer a comprehensive section on organic livestock production. Many publications can be downloaded from the Internet or ordered from the website.

American Holistic Veterinary Medicinal Association – www.ahvma.org or:

American Holistic Veterinary Medical Association
2214 Old Emmorton Road
Bel Air, Maryland 21015
(410) 569-0795

The website contains information about conferences, a book store and a comprehensive veterinarian listing by state.

Agricultural Market Resource Center (AgMRC) - <http://www.agmrc.org/dairy/orgdairymain.html>. Dairy industry resource page. Also includes case studies and highlighted dairy producers in the United States.

PART SIX

PROCESSORS AND HANDLERS

What is a Handler?

A handler is someone who sells, brokers, distributes, packs, or labels organic food products. Handlers of organic food must maintain the identity of organic food and prevent contamination with prohibited substances. Organic food is identical in appearance to non-organic food, therefore bin tags, labels, scale tickets, and lot control documents must clearly identify the product as organic. Handlers of organic food must demonstrate that they have procedures in place to maintain the identity and segregation of organic food at all times.

What is a Processor?

A processor is someone who engages in canning, freezing, drying, dehydrating, cooking, pressing, powdering, packaging, baking, heating, mixing, grinding, churning, separating, extracting, cutting, fermenting, eviscerating, preserving, jarring, slaughtering or otherwise processing of organic food products. Processed organic food contains organically grown ingredients and does not contain artificially derived preservatives, colorings, flavorings or other artificial additives. Processed organic foods that have both organic and non-organic ingredients have specific labeling restrictions on the use of the term “organic.”

What are the requirements for handlers and processors of organic food?

- Processors and handlers must complete submit an application packet including an Organic System Plan.
- Procedures must be in place to ensure that no commingling or misidentification occurs between organic food products and non-organic food products.
- Prohibited substances used within the processing or handling facility must not come in contact or contaminate the organic food products.
- A list of all ingredients used in organic products must be provided. *All organic ingredients must be certified according to National Organic Program standards, by National Organic Program accredited certification agencies.*
- Labels for all organic food products must be submitted and approved prior to obtaining organic certification.
- All organic food products must be processed with only approved minor ingredients and processing aids.

How can I determine what materials I am allowed to use in organic handling and processing?

Please refer to National List of Allowed and Prohibited Substances (Section 205.601 through 205.606) of the National Organic Program Rule to determine what materials are approved for use in organic systems. If you are using a brand name material, you may refer to the WSDA Brand Name Material List (BNML) or the Organic Materials Review Institute (www.omri.org). The BNML and OMRI provide a list of organically approved materials with undisclosed ingredients. Pay careful attention to annotations and restrictions listed regarding the approval of a material.

When using an approval list, be sure to double check that materials you have used in the past still appears on the list.

The use of a material that is not currently approved can result in the loss of certification for three years. Contact WSDA Organic Program if you have any questions about approved or prohibited materials.

What other Licenses may be required in Washington State?

A Wholesale Food Processor's License is required when you process a food or beverage to sell wholesale (wholesale is defined as selling your product for resale). If you are cutting, mixing (salad mixes, mixing sprouts), re-packing products, roasting coffee, and/or processing any food and beverage products for

wholesale distribution you are required to be licensed as a Wholesale Food Processor with WSDA Food Safety Division. Contact Denise Curette, Food Safety Program in Olympia at 360-902-1876 or email: dcurette@agr.wa.gov to get information on the licensing procedure.



LABELING ORGANIC PRODUCTS

All products making organic claims must comply with Subpart D of the USDA National Organic Program Rule. Types of organic labels include:

- 1) Retail packages.
 - 2) Wholesale packages or shipping/storage containers.
 - 3) Organic livestock feed.
- Organic livestock feed has specific labeling requirements. See NOP 205.306 for details or contact WSDA Organic Food Program for more information on labeling livestock feed.
 - Wholesale packages, or shipping/storage containers, must be labeled so that the organic identity of the product is traceable. See NOP 205.307 for details on labeling wholesale, bulk products.
 - Retail packages are divided into different labeling categories by the USDA National Organic Program. The table below outlines the differences between labeling claims and the labeling requirements of the National Organic Program.



100% Organic

MUST:

- Be made entirely of 100% organic ingredients and processing aids (excluding added water and salt).
- Identify all organic ingredients as “organic” on the ingredient statement if it is a multi-ingredient product.
- Include the statement “Certified Organic by Washington State Department of Agriculture.” This statement must be located directly adjacent to the name of the manufacturer or distributor of the product.

OPTIONAL:

- The USDA Organic Seal in the colors set forth by the National Organic Program.
- The WSDA Organic Seal (WSDA has separate Producer, Handler and Processor seals – be sure the correct one is used).
- 100% qualifier (the percentage of organic ingredients in the product).

Organic
95%-100% Organic Ingredients

MUST:

- Be at least 95% organic ingredients (excluding added water and salt).
- All agricultural ingredients must be organic unless they are not commercially available in organic form.
- Identify all organic ingredients as “organic” on the ingredient statement.
- Include the statement “Certified Organic by Washington State Department of Agriculture.” This statement must be located directly adjacent to the name of the manufacture or distributor of the product.
- All non-agricultural ingredients must be on the National List (NOP 205.605) and be used in accordance with any annotations on the National List.



OPTIONAL:

- Display the percentage of organic ingredients.
- The USDA Organic Seal in the colors set forth by the National Organic Program.
- The WSDA Organic Seal (WSDA has separate Producer, Handler, and Processor seals. Please ensure that the appropriate seal is used).

Made with Organic Ingredients
70%-95% Organic Ingredients

MUST:

- Be 70% or more organic ingredients
- Indicate all ingredients as organic on the ingredient panel.
- Include the statement “Certified Organic by Washington State Department of Agriculture.” This statement must be located directly adjacent to the name of the manufacture or distributor of the product.
- Non organic ingredients must not be produced using prohibited practices (Genetically Modified, Sewage Sludge, Ionizing Radiation).

MUST NOT:

- Use the USDA Seal

OPTIONAL:

- Indicate the % of organic ingredients.
- The WSDA Organic seal (WSDA has separate Producer, Handler and Processor seals – be sure the correct one is used).
- The statement “Made with Organic (ingredients or food groups). The statement may not list more than three ingredients or three food groups.

Organic Claims in Information Panel Only

Less than 70% Organic Ingredients

MUST:

- Identify organic ingredients as “organic” in the ingredient statement if the % of organic ingredients is displayed in the information panel.

MUST NOT:

- Be labeled as organic on the principal display panel.
- Use the USDA Seal.
- Use the WSDA Seal.

OPTIONAL:

- Indicate the % of organic ingredients on the information panel.
- Products may have more than 70% organic ingredients.
- If all organic claims are limited to the information panel, the product is not required to be certified under the National Organic Program.

PART SEVEN

RETAIL STORE AND RESTAURANT CERTIFICATION

Are Retail Stores and Restaurants that sell organic products required to be certified?

According to the National Organic Program, retail food establishments are excluded from organic certification.

§ 205.101 Exemptions and exclusions from certification.

(b) Exclusions.

- 2) A handling operation that is a retail food establishment or portion of a retail food establishment that processes, on the premises of the retail food establishment, raw and ready-to-eat food from agricultural products that were previously labeled as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" is excluded from the requirements in this part, except:

However, an excluded retail food establishment may choose to obtain certification due to market demands, or to increase consumer confidence of products.

What is a Retail Food Establishment?

According to the National Organic Program, a retail food establishment is a restaurant; delicatessen; bakery; grocery store; or any retail outlet with an in-store restaurant, delicatessen, bakery, salad bar, or other eat-in or carry-out service of processed or prepared raw and ready-to-eat-food.

What are the fees associated with Retail Food Establishment Certification?

A retail store or restaurant pays certification fees according to the WSDA Retailer Fee Schedule. The fee schedule is based on annual sales of organic food products.

Does the Organic Certificate for a Retail Food Establishment list all organic products sold by the business?

Depending on the type of operation, WSDA may not certify a retail store or restaurant for individual products. Once certified, the WSDA Organic Certificate for a retail store or restaurant would list the departments or portion of the operation that is certified. For example, a grocery store may have its "produce department certified," or a restaurant may be certified to "handle organic food products."

What are the requirements for Retail Store and Restaurant Certification?

If a retail store or restaurant chooses to obtain certification, they must comply with the handling requirements outlined by the National Organic Program including, but not limited to, the following:

- Retail Stores and Restaurants must submit an application packet including an Organic System Plan.
- Procedures must be in place to ensure that no commingling or misidentification occurs between organic food products and non-organic food products.
- Prohibited substances used within the facility must not come in contact or contaminate the organic food products.
- Labels or menus making organic claims must be submitted and approved prior to obtaining organic certification.

How can I determine what materials I am allowed to use when handling organic products?

Please refer to National List of Allowed and Prohibited Substances (Section 205.601 through 205.606) of the National Organic Program Rule to determine what materials are approved for use in organic systems. If you are using a brand name material, you may refer to the WSDA Brand Name Material List (BNML) or the Organic Materials Review Institute (www.omri.org). The BNML and OMRI provide a list of organically approved materials with undisclosed ingredients. Pay careful attention to annotations and restrictions listed regarding the approval of a material.

When using an approval list, be sure to double check that materials you have used in the past still appear on the list. The use of a material that is not currently approved can result in the loss of certification for three years. Contact WSDA Organic Program if you have any questions about approved or prohibited materials.

PART EIGHT

BROKERAGE AND MARKETING COMPANY CERTIFICATION

What is a Brokerage or Marketing Company?

A brokerage or marketing company can act as an agent for others in negotiating a sales contract with others or works with custom processors and handlers to create a product that will be sold under the company's marketing label. Brokerages or marketing companies do not physically handle products, and may or may not take legal title to the product. Under the National Organic Program, a brokerage or marketing company would be considered a Handling Operation.

Are Brokerages and Marketing Companies required to be certified?

Brokerages and marketing companies are excluded from certification. Due to the fact that brokerages and marketing companies do not handle or process raw organic ingredients or products, they are not required to be certified under the National Organic Program.

§ 205.101 Exemptions and exclusions from certification.

(b) Exclusions.

(1) A handling operation or portion of a handling operation is excluded from the requirements of this part, except for the requirements for the prevention of commingling and contact with prohibited substances as set forth in § 205.272 with respect to any organically produced products, if such operation or portion of the operation only sells organic agricultural products labeled as "100 percent organic," "organic," or "made with organic (specified ingredients or food group(s))" that:

- (i) Are packaged or otherwise enclosed in a container prior to being received or acquired by the operation; and
- (ii) Remain in the same package or container and are not otherwise processed while in the control of the handling operation.

However, excluded handlers such as a brokerage or marketing company may choose to obtain certification due to market demands, or to increase consumer confidence of products.

What are the requirements for Brokerage and Marketing Company Certification?

If a brokerage or marketing company chooses to obtain certification, they must comply with the handling requirements outlined by the National Organic Program including, but not limited to, the following:

- Brokerages and Marketing Companies must submit an application packet including an Organic System Plan.
- Records must be maintained that verify the organic status of the products handled by the operation as well as records that disclose all activities and transactions of the operation in regards to organic products.
- Procedures must be in place to ensure that no commingling or misidentification occurs between organic food products and non-organic food products handled by the operation.
- Custom marketing labels for all organic food products must be submitted and approved prior to obtaining organic certification.

How are certification fees determined for a Brokerage or Marketing Company?

A brokerage or marketing company pays certification fees according to the WSDA Handler Fee Schedule. The fee schedule is based on annual sales of organic food products, or annual service fees collected for the brokering of organic food products. Please contact our office with questions on how to determine your organic certification fee.

PART NINE FEE INFORMATION

The following information describes all of the fees associated with applying for organic producer, processor and/or handler certification. It also describes other fees that might be incurred during the certification and inspection process. Please read through the information carefully, noting those fees that pertain to your business. Please note that not all fees may apply to your business.

Questions regarding your annual certification fees or other fees incurred by your business during the certification process should be directed to Jennifer Watson at (360) 902-1885, FAX (360) 902-2087, or email jwatson@agr.wa.gov.



ORGANIC CROP AND LIVESTOCK PRODUCERS

New Applicants

- **New Application Fee** – The non-refundable application fee for new producer applicants is \$100.
- **Certification Fee for New Applicants** – Please submit an estimate of the *current calendar year's* gross sales of organic food. After the review of your application is complete, you will be provided with a cost estimate of your certification fee and, if necessary, be invoiced for the balance of the fees based on the Producer Fee schedule. See the fee schedule below. Minimum certification fee is \$200.

Renewal Applicants

- **Certification Fee** – Certification fees are based on the *previous calendar year's* gross sales of organic food. Please reference the fee schedule below. For instance, gross sales of \$16,000 are in the \$15,001 - \$20,000 fee category and the application fee is \$225.
- **Late Fee** - Renewal applications that are postmarked after March 1st of each year must pay a \$75 late fee in addition to the application fee.

Producer Fee Schedule

Gross Sales			Annual Fee			Gross Sales			Annual Fee		
\$0	\$15,000	\$200	\$ 65,001	\$ 80,000	\$ 835	\$280,001	\$ 325,000	\$2,050			
\$15,001	\$20,000	\$225	\$ 80,001	\$100,000	\$1,000	\$325,001	\$ 375,000	\$2,200			
\$20,001	\$25,000	\$280	\$100,001	\$125,000	\$1,050	\$375,001	\$ 425,000	\$2,450			
\$25,001	\$30,000	\$335	\$125,001	\$150,000	\$1,300	\$425,001	\$ 500,000	\$2,700			
\$30,001	\$35,000	\$390	\$150,001	\$175,000	\$1,450	\$500,001	\$ 750,000	\$3,000			
\$35,001	\$42,500	\$470	\$175,001	\$200,000	\$1,600	\$750,001	\$7,000,000	\$2,200			
\$42,501	\$50,000	\$560	\$200,001	\$240,000	\$1,750	plus 0.11% of gross organic sales					
\$50,001	\$65,000	\$670	\$240,001	\$280,000	\$1,900	Over \$7,000,000			\$10,000		

Please Note:

New application fees are based on an estimate of the current calendar year's sales of organic food. In the event that the current calendar year's sales exceed the estimate, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the estimate, the applicant may request a refund (in writing) for the reduced fee.

Renewal application fees are based on the previous calendar year's sales of organic food. In the event that the current calendar year's sales exceed the previous year's sales, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the previous year's sales, the applicant may request a refund (in writing) for the reduced fee.

ORGANIC HANDLERS

New Applicants

- **New Application Fee** – The non-refundable application fee for a new applicant is \$100.
- **Certification Fee for New Applicants** - Please submit an estimate of the *current calendar year's gross sales* of organic food. After the review of your application is complete, you will be provided with a Cost Estimate of your certification fees. See the fee schedule below. Minimum Certification fee is \$200.

Renewal Applicants

- **Certification Fee** - Certification fees are based on the *previous calendar year's gross sales* of organic food. Please reference the fee schedule to determine your appropriate fee.
- **Late Fee** - Renewal applications that are postmarked after March 1st of each year must pay a \$75 late fee in addition to the application fee.

Handler Fee Schedule

Gross Revenue		Fee	Gross Revenue		Fee	Gross Revenue		Fee
\$0-	\$50,000	\$200	\$750,001-	\$1,000,000	\$1,100	\$5,000,001-	\$6,000,000	\$5,500
\$50,001-	\$75,000	\$250	\$1,000,001-	\$1,250,000	\$1,375	\$6,000,001-	\$7,000,000	\$6,600
\$75,001-	\$100,000	\$330	\$1,250,001-	\$1,500,000	\$1,650	\$7,000,001-	\$8,000,000	\$7,700
\$100,001-	\$200,000	\$440	\$1,500,001-	\$2,000,000	\$2,200	\$8,000,001-	\$9,000,000	\$8,800
\$200,001-	\$300,000	\$550	\$2,000,001-	\$2,500,000	\$2,750	\$9,000,001-	\$10,000,000	\$9,900
\$300,001-	\$400,000	\$660	\$2,500,001-	\$3,000,000	\$3,300	Over \$10,000,000		\$11,000
\$400,001-	\$500,000	\$770	\$3,000,001-	\$4,000,000	\$3,850			
\$500,001-	\$750,000	\$990	\$4,000,001-	\$5,000,000	\$4,400			

Please Note:

New application fees are based on an estimate of the current calendar year's sales of organic food. In the event that the current calendar year's sales exceed the estimate, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the estimate, the applicant may request a refund (in writing) for the reduced fee.

Renewal application fees are based on the previous calendar year's sales of organic food. In the event that the current calendar year's sales exceed the previous year's sales, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the previous year's sales, the applicant may request a refund (in writing) for the reduced fee.

PRODUCERS WHO HANDLE PRODUCTS FROM OTHER ORGANIC PRODUCERS

Producers that distribute or pack organic food products for other organic farmers are considered Producer/Handlers and must obtain organic handler certification. Producer/Handlers pay certification fees under the Handler fee schedule for the value of organic products that come from *other* growers. They also pay certification fees under the Producer fee schedule for organic products that they grow. Please contact our office if you are unsure if you qualify as a Producer/Handler.

ORGANIC RETAIL STORES AND RESTAURANTS

New Applicants

- **New Application Fee** – The non-refundable application fee for a new applicant is \$100.
- **Certification Fee for New Applicants** - Please submit an estimate of the *current calendar year's gross sales* of organic food. After the review of your application is complete, you will be provided with a Cost Estimate of your certification fees. See the fee schedule below. Minimum Certification fee is \$200.

Renewal Applicants

- **Certification Fee** - Certification fees are based on the *previous calendar year's gross sales* of organic food. Please reference the fee schedule to determine your appropriate fee.
- **Late Fee** - Renewal applications that are postmarked after March 1st of each year must pay a \$75 late fee in addition to the application fee.

Retailer Fee Schedule

Gross Revenue		Fee
\$ 0 -	\$ 100,000\$ 330
\$ 100,001 -	\$ 500,000\$ 500
\$ 500,001 -	\$1,000,000\$ 750
\$1,000,001 -	\$2,000,000\$1,000
\$2,000,001 -	\$3,000,000\$1,500
\$3,000,001 -	\$4,000,000\$2,000
\$4,000,001 -	\$5,000,000\$2,250
Over	\$5,000,000\$2,500

Please Note:

New application fees are based on an estimate of the current calendar year's sales of organic food. In the event that the current calendar year's sales exceed the estimate, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the estimate, the applicant may request a refund (in writing) for the reduced fee.

Renewal application fees are based on the previous calendar year's sales of organic food. In the event that the current calendar year's sales exceed the previous year's sales, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the previous year's sales, the applicant may request a refund (in writing) for the reduced fee.

ORGANIC PROCESSORS

New Applicants

- **New Application Fee** – The non-refundable application fee for a new applicant is \$100.
- **Facility Fee** – A non-refundable \$200 facility fee must be submitted.
- **Certification Fee** - Certification fees are based on an estimate of the *current calendar year's gross sales* of organic processed food. New applicants calculate fees from an estimate of calendar year gross revenue of organic food products. Please submit an estimate of the *current calendar year's gross sales* of organic food. After the review of your application is complete, you will be provided with a Cost Estimate of your certification fees.

Renewal Applicants

- **Facility Fee** – A non-refundable \$200 facility fee must be submitted.
- **Certification Fee** – Certification fees are based on the *previous calendar year's gross sales* of organic processed food. Renewal applicants calculate fees from the previous calendar year gross revenue of organic food products or, for custom processors; service fees charged for processing organic food products.
- **Late Fee** - Renewal applications that are postmarked after March 1st of each year must pay a \$75 late fee in addition to the application fee.

Processor Fee Schedule

Label Category	Description		Fee Schedule
I	100% Organic or Organic foods – 95-100% organic ingredients	Gross Sales or Service Fee Revenue	0.30% up to one million dollars and 0.11% over one million dollars in gross sales revenue
II	Made with organic foods – 70-95% organic ingredients	Gross Sales or Service Fee Revenue	0.20% up to one million dollars and 0.07% over one million dollars in gross sales revenue
III	Organic claims limited to information panel on retail package label	Gross Sales or Service Fee Revenue	0.11% up to one million dollars and 0.04% over one million dollars in gross sales revenue
IV	Custom processors - service fees for processing organic products	Gross Sales or Service Fee Revenue	0.40% up to one million dollars and 0.11% over one million in gross service fee revenue

Please Note:

New application fees are based on an estimate of the current calendar year's sales of organic food. In the event that the current calendar year's sales exceed the estimate, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the estimate, the applicant may request a refund (in writing) for the reduced fee.

Renewal application fees are based on the previous calendar year's sales of organic food. In the event that the current calendar year's sales exceed the previous year's sales, the department may bill the applicant for the additional fee. In the event that the current year's sales are less than the previous year's sales, the applicant may request a refund (in writing) for the reduced fee.

PRODUCERS WHO PROCESS ORGANIC FOOD PRODUCTS

Producers who process an organic agricultural product must also be certified as an Organic Food Processor. There are no additional fees to obtain certification as a Producer/Processor if all production and processing is done at the same location.

OTHER FEES

Producers

1. Site Fee

New applicants that are seeking certification for more than one site must pay a \$50 site fee for each additional site. Renewal applicants that are adding additional sites must pay a \$50 fee for each additional site.

2. Transitional Acreage Fee

A \$5 per acre fee is charged for transitional certification.

3. European Organic Certification Program (EOVP)

See the enclosed EOVP Application Packet for further details. There is a \$200 fee for applying for European organic certification.

4. Out of State Inspection Fee

Applicants that are located outside of Washington State are charged an inspection fee at the rate of \$40 per hour plus transportation costs.

5. Additional Inspection Fees

The current fee schedule provides for one inspection each year within the state of Washington. If additional inspections are required to determine compliance with the National Organic Standards or are requested to verify compliance with foreign market requirements, an additional inspection fee at the rate of \$40 per hour plus transportation costs will be charged.

Handlers and Processors

1. European Organic Certification Program (EOVP)

Applicants who export products to the European Union may request to be inspected to European standards. The fee for this additional program is \$200. Please see the enclosed European Organic Verification Program Application Packet for further details.

2. Export Documents

Applicants who export products to Europe, Japan, or elsewhere may need a certificate of inspection or other related export document. All export documents are \$40 each.

3. Out of State Inspection Fee

Applicants that are located out of Washington State are charged an inspection fee at the rate of \$40 per hour plus transportation costs.

4. Additional Inspection Fees

The current fee schedule provides for one inspection each year within the state of Washington. If additional inspections are required to determine compliance with the National Organic Standards or are requested to verify compliance with foreign market requirements, an additional inspection fee at the rate of \$40 per hour plus transportation costs will be charged.

REFUNDS

Refunds may be requested at any time during the certification process; however, refunds will only be issued under the criteria listed below. All requests for refunds must be received in writing.

Non-refundable Fees

1. New Application fees.
2. Late Fee of \$75. This fee applies to all renewal applications that are postmarked after March 1.
3. Site Fee of \$50 per additional site. After the Site Information Form is submitted, this fee is non-refundable. NOTE: For new applicants, additional sites are those other than the first site seeking certification. If you are a new applicant and are applying for only one site, you will not pay this fee.
4. Inspection Fee of \$40 per hour and travel costs. This fee applies to all out-of-state applicants and to applicants within Washington State who request or whom the WSDA Organic Food Program deems it is necessary to conduct inspections in addition to the annual organic food inspection.
5. Export Documentation Fees of \$40 per export document issued. Any documents issued to enable the export of organic food products are non-refundable.
6. Transitional Certification Fee of \$5 per acre. After a Transitional Food Certificate has been issued, this fee is non-refundable.
7. Facility Fee of \$200 per facility (applies only to processors).

New Applicants

Producers

Prior to inspection - The certification fee is refundable.

After inspection - All fees are non-refundable.

Handlers and Processors

Prior to inspection - The Certification fees are refundable.

After inspection - All fees are non-refundable.

Renewal Applicants

Prior to Inspection - All fees may be refunded *except* a \$100 administrative fee and any certification fees due for the current year's sales of organic crops.

After inspection - All fees are non-refundable.

If renewal applicant is requesting a refund due to withdrawal from the Organic Food Program, the following items must be submitted:

1. A written request to withdraw from the organic program.
2. The original Organic or Transitional Food Certificate.
3. The current calendar year's sales of organic foods.

CREDIT

If you do not specifically request a refund of overpaid fees, your account will be credited. Any money owed to you will be applied to future costs associated with your organic certification.

COST SHARE

The Organic Certification Cost-Share Program is designed to provide assistance to organic producers, processors, and handlers who receive and/or update their organic certification between October 1, 2004 and September 30, 2005. Cost-Share payments will be limited to 75 percent of an individual producer, processor, or handler's certification costs, up to a maximum of \$500 per certification. See the Cost Share application for more detail.

Part Ten

Record-keeping Requirements

The National Organic Program requires that the following records be maintained by certified organic businesses:

NOP§ 205.103 Recordkeeping by certified operations states:

- (a) A certified operation must maintain records concerning the production, harvesting, and handling of agricultural products that are or that are intended to be sold, labeled, or represented as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s)).”
- (b) Such records must:
 - (1) Be adapted to the particular business that the certified operation is conducting;
 - (2) Fully disclose all activities and transactions of the certified operation in sufficient detail as to be readily understood and audited;
 - (3) Be maintained for not less than 5 years beyond their creation; and
 - (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part.
- (c) The certified operation must make such records available for inspection and copying during normal business hours by authorized representatives of the Secretary, the applicable State program’s governing State official, and the certifying agent.

ORGANIC CROP AND LIVESTOCK PRODUCER RECORDKEEPING INFORMATION

Material Application Records

You may use the **Organic Material Application Record (AGR 2161)** forms included with this application to record materials applied. You may make copies of this form as necessary. **DO NOT return these recordkeeping forms to the Organic Food Program with your application.** These forms are for your own records. Records of material applications must be available during your inspections.

Pesticide Application Records

You must maintain complete and accurate records of all applications of pesticides to your organic crops. These records must comply with the requirements of the WSDA’s Pesticide Management Program. For more details visit www.agr.wa.gov/pestfert/default.htm.

Organic Seed Verification

The National Organic Program requires that producers use organic seeds unless organic seeds are not commercially available.

NOP§ 205.204 Seeds and planting stock practice standard.

- (a) The producer must use organically grown seeds, annual seedlings, and planting stock: *Except, That,*
 - (1) Nonorganically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available: *Except, That,* organically produced seed must be used for the production of edible sprouts.

You must have records verifying your attempts to source organic seeds available at the time of inspection. These can include seed catalogues, letters from your seed suppliers, and other documents that clearly indicate to the inspector your attempts at sourcing organically produced seeds. You may use the **Organic Seed Availability Record (AGR 2261)** included with this application to record materials applied.

Sales/Yield Records

When calculating your gross annual sales of organic food products, sales from the following outlets must be included:

Direct Sales	Wholesale Sales
<ul style="list-style-type: none">• Farmers Markets,• Farm Stands,• Community Supported Agriculture (CSA) shares,• Retail outlets.	<ul style="list-style-type: none">• Warehouses,• Handlers,• Brokers,• Organic food processors.

If you sell through both direct and wholesale venues, you must include sales from both. **When calculating your gross annual sales of organic food products, you must include all sales from the 2003 calendar year.**

Records of all sales of organic food products must be made available at the time of your organic food inspection so that an audit may be conducted.

Organic Production Records

Records detailing the yields of all organic food products must be maintained and made available at the time of your annual inspection.

ORGANIC HANDLER & PROCESSOR RECORDKEEPING INFORMATION

Complete and accurate records must be kept that track the organic food products from receiving through final sale or shipping. An audit of your practices will take place during your organic food inspection to ensure that appropriate records are being kept. ***All documentation related to organic products must adequately identify the product as an organic product.**

- **Receiving Records and Ingredient or Product Compliance Records** – Information detailing the amount of product received by your facility and information detailing the organic status or compliance of an incoming product including, but not limited to, organic certificates, transaction certificates, compliance affidavits, field tickets, clean truck/equipment affidavits, invoices, purchase orders, bill of ladings, scale tickets, contracts certificates of analyses.
- **Organic Certificates** – Copies of the current organic certificate for each supplier of organic products or ingredients used by your facility. **All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA National Organic Program accredited agency and that the product was certified according to USDA National Organic Program standards.**
- **Storage and Production Records** – Information detailing the handling or processing of organic products at your facility including, but not limited to, equipment clean-out logs, product specification sheets, ingredient inspection forms, batch recipes, ingredient usage reports, production logs, QC reports, waste logs, shrinkage logs, ingredient inventory reports, finished product inventory reports, packaging reports, pest management records.

- **Shipping Records** – Information detailing the sale of finished product from your facility including, but not limited to, pallet/tote tickets, scale tickets, contracts, certificates of analyses, purchase orders, sales journals, shipping logs, export records and transaction certificates, bills of lading.



All business related information submitted or collected is confidential and exempt from public inspection and copying (RCW 15.86.110).

PART ELEVEN

MATERIALS APPROVED FOR USE IN ORGANIC PRODUCTION AND HANDLING

The Brand Name Material List (BNML)

In order to comply with National Organic Standards, producers and handlers must use substances in compliance with National Organic Program requirements (7 CFR Part 205). WSDA Organic Food Program has evaluated the products on the Brand Name Material List and determined that they comply with the National Organic Standards. Producers and handlers may use the products on this list and maintain confidence that the use of these products will not effect the status of their certification.

WSDA does not imply any guarantee or endorsement of any of the products listed on the BNML. In addition, manufacturers of these products are not required to list their products on the BNML. Therefore, this is not a comprehensive list of brand name materials that meet organic standards. Please refer to the National List of Allowed and Prohibited Substances for further information regarding materials for use in organic food production. You are also encouraged to contact the Organic Food Program with questions regarding compliance with the National Organic Standards.

WARNING!! Prior to using any substance in an organic operation, carefully evaluate the status of the material according to the National List and the Brand Name Material List. Some substances which were previously approved for use in organic systems are no longer approved. Use of these substances is considered the use of a prohibited material and may result in a loss of organic certification for 36 months. The National List can be found at the National Organic Program website: <http://www.ams.usda.gov/nop/indexIE.htm>. The WSDA BNML can be found at the Organic Food Program website: <http://agr.wa.gov/foodanimal/organic/default.htm>.

Updates

The Brand Name Material List is published in January of each year and included in each new and renewal application packet for WSDA certified organic operators. Updates are published on a quarterly basis in the Organic Food Program Quarterly Report, with scheduled publication dates in April, July and October. They can also be located at the Organic Food Program website: <http://agr.wa.gov/FoodAnimal/Organic/MaterialLists/htm>. Information in the updates includes new products added to the Brand Name Material List as well as products which have been removed from the List.

Processing Aids

A processing aid is any substance used during processing that does not become an ingredient or is present at insignificant levels in the finished food product. Examples of processing aids would be defoamers, enzymes or substances used as filters. In order to be an approved substance for use in organic food products, each non-agricultural ingredient must appear on the National List of Allowed and Prohibited Substances. Allowed processing aids are listed specifically in §205.605, which provides a list of allowed natural and synthetic substances.

Post Harvest Materials

Post harvest materials must meet organic standards under §205.601 and §205.602 in order to be approved for organic production. They can include, but are not limited to, floating agents, ethylene removal products and sanitizers. The WSDA registers several brand name post harvest materials for use in organic production. They may be found on the Brand Name Material List.

Crop Production

Organic farming is based on the use of approved materials for building soil fertility and managing insects, weeds and disease. Soil fertility may be maintained or improved through the application of natural or approved synthetic fertilizers in accordance with the National List. Specifically, §205.601 and §205.602 contain the list of allowed and prohibited materials for use in organic crop production. Many approved synthetic fertilizers have restrictions or annotations regarding their use and should be considered carefully prior to their use.

Natural or approved synthetic substances are also used for insect, weed and disease control in organic farming systems. When a preventative plan is not adequate to avert insect, weed or disease pressure, substances may be applied to control the outbreak. These substances must meet the standards for approved substances under the National List.

The National Organic Program allows the use of all natural substances unless they are specifically prohibited (e.g. strychnine and nicotine are prohibited). Conversely, synthetic substances are prohibited unless they are specifically allowed according to the National List.

Livestock

Materials approved and prohibited for use in organic livestock production can be found on the National List, §205.603 and 205.604. These include feed additives, vaccines and biologics, medications, and any other production aid used in an organic livestock system. Nonsynthetic substances are approved for use in organic livestock systems, such as herbal remedies or naturally derived enzymes. All synthetic medications are prohibited, unless specifically allowed under the National List.

Because of the variety of livestock systems, restrictions and annotation regarding approved substances are of particular importance. Prior to using a material in livestock production, evaluate the substance carefully. Verify that there no synthetic binders, colors or artificial flavors in the product. Currently, there are no brand name materials registered on the WSDA BNML for organic livestock.

For more information regarding the status of materials for use in organic production, please contact the inspector in your area or call the Olympia office at (360) 902-1805 or email at organic@agr.wa.gov

PART TWELVE

EUROPEAN ORGANIC VERIFICATION PROGRAM

What is the European Organic Verification Program and why is it important?

In 2002, the organic market was threatened by changing regulations in the US and Europe. The United Kingdom Registry of Organic Farming Systems stated in July 2002 that they would no longer accept organic products certified by US certification agencies due to the implementation of the US National Organic Program.

The European Union (EU), specifically Britain, provides an important market for Washington organic specialty crops, especially organic apples and pears. In order to address these issues and maintain access to the European organic market, WSDA obtained a Marketing Trade Barrier Grant. The grant was used to develop a European Organic Verification Program and obtain IFOAM accreditation.

The International Federation of Organic Agriculture Movements (IFOAM) is a global organization developed to provide consistency in standards among organic products being traded internationally. The IFOAM Basic Standards and IFOAM Accreditation Criteria provide the framework for accredited certification bodies and standard-setting organizations worldwide to develop similar international organic standards. Many countries and importers require products to be certified under an IFOAM accredited program in order to be sold as an organically labeled product. This requirement is a necessity in several European Union member states.

The WSDA European Organic Verification Program includes both the requirements of the IFOAM Basic Standards and the European Union Council Regulation EEC 2092/91. All products sold as “organic” in the European Union must be grown and handled in accordance with European Union Council Regulation EEC 2092/91. This regulation provides European member states with the minimum standard to which products must comply if they are to be sold as “organic”.

In June 2004, the British Soil Association accepted the WSDA European Organic Verification Program as equivalent to the Soil Association Standards. This agreement reduces the barriers to exporting organic products to the United Kingdom and facilitates the continual growth and acceptance of WSDA certified products in Europe.

In December 2004, the WSDA Organic Food Program obtained accreditation from the International Federation of Organic Agriculture Movements (IFOAM) for its European Organic Verification Program. Currently, 32 IFOAM accredited certification bodies exist worldwide. In the United States the list includes California Certified Organic Farmers (CCOF), Farm Verified Organic (FVO), Organic Crop Improvement Association (OCIA), Quality Assurance International (QAI), and Washington State Department of Agriculture (WSDA).

How do I participate in the EOVP?

Step 1. Complete and submit the European Program Application and System Plan and submit the European program application fee.

Step 2. The European program inspection will occur at the same time as your WSDA organic food inspection.

Step 3. After the inspection, trained WSDA staff will review the European program inspection report. If all handling and processing practices are compliant with European standards, a European program certificate will be issued.

How much does it cost to participate in the European Organic Verification Program?

The cost to participate in the European program is \$200 for each applicant. This includes the review of your European program Application and System Plan, your European program inspection, and the review of your European program inspection report. If you withdraw your application to the European program prior to the inspection of your farming operation, \$100 of your European program Application Fee will not be refundable.

Can I only be certified through the European Organic Verification Program and not through the National Organic Program?

No. The European program inspection and all related documentation are in addition to the requirements of the USDA's National Organic Program (NOP). Certification under the NOP is required for your operation to be eligible for approval under the European program due to the fact that the European program is not a stand-alone program. The European program addresses the additional European organic standards that are not addressed through the National Organic Program.

What is the Complaint Record and why must I keep it?

The WSDA Organic Food Program has been accredited for compliance with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) since 1999. This accreditation is required by both European and Japanese organic regulations. In order for the WSDA Organic Food Program to maintain this ISO Guide 65 accreditation, we must verify that all certified entities maintain records of all complaints they receive relating to the integrity of organic food products produced by their farming or handling operation. **These forms must be made available during your annual organic inspection.**

In an effort to facilitate compliance with this requirement, the Organic Food Program has developed a complaint form for your use. Should your farming or handling operation receive a complaint pertaining to the organic integrity of your products, you must record details of the issue and the steps you took to address the problem. Attached is a copy of the Complaint Form.

EUROPEAN ORGANIC VERIFICATION PROGRAM CROP PRODUCER INFORMATION

What are the additional requirements for the European Program?

The WSDA European Organic Verification Program Additional Requirements specify the European requirements that are different from the National Organic Program. These additional requirements are adapted from the European Council Regulation No. 2092/91 (EEC 2092/91) and the International Federation of Organic Agricultural Movements Basic Standards (IFOAM).

Please refer to the WSDA European Program Additional Requirements for more details on the differences between the National Organic Program, European regulations, and IFOAM standards.

How do I know if products grown on my farm are exported to the European Union?

If your certified organic food products are sold through a broker or handler, there is a chance that some of your products are sold to the EU. It is essential that you contact your handler/broker to determine whether you will need European verification. If you are unsure as to whether products grown on your farming operation are exported to the EU, please ask your organic food handler.

How much does it cost to participate in the European Program?

The cost to participate in the European Program is \$200 for each applicant. This includes the review of your European Program Application and European Production System Plan, your European Program inspection, and the review of your European Program inspection. Prior to your European Program application and production system plan being processed, this office must receive the \$200 application fee.

Can I apply to the European Program later in the year?

Yes. A certified operation may apply for certification under the WSDA European Program mid-year, however, an additional inspection and related inspection fees at \$40 per hour may be required. Additionally, you must apply 90 days prior to the harvest of your organic food crop that will be exported. European standards prohibit certification after the crop has been harvested.

Can I apply to the European Program after my crop is harvested?

No. Verifying compliance with European standards requires an evaluation of the entire production system in which the crop is produced. In order to adequately verify that the production system is compliant with European standards, it is imperative that the inspection occurs *prior* to the harvest of the crops intended for export.

What if my European Program inspection determines that I don't comply with European standards?

If, after your European Program inspection report is reviewed by Organic Food Program staff, it is determined that your farming operation does not comply with European organic standards, a Notice of Noncompliance will be issued for not complying with the European organic standards. If your operation can make corrections to comply with the European organic standards a European organic certificate will be issued. If your operation cannot comply with the European organic standards a Notice of Denial of European Certification will be issued. You will have the opportunity to request mediation or appeal any Notice of Denial of European Certification.

Can I have some crops certified to the NOP only and some crops certified to the EOVP?

You may have crops certified to the NOP without being certified to the EOVP. However, you may not have crops certified to the EOVP without also having verified compliance with National Organic Program standards.

Additionally, you may not certify a portion of one variety to the EOVP while certifying another portion of the same variety to the National Organic Program only. For example, if you want to have Fuji apples certified to European standards, ALL organic Fuji apples produced on your farming operation must comply with the EOVP.

What additional verification do I need if I am packing and shipping products produced on my farm to Europe?

If you have an on-farm packing operation and you pack and ship only products produced on your farming operation, there are additional requirements that your packing operation must meet in order to ship products to the European Union. Please review the EOVP Handling and Processing Additional Requirements.

EUROPEAN ORGANIC VERIFICATION PROGRAM HANDLER AND PROCESSOR INFORMATION

How does the National Organic Program standards differ from the European organic standards?

Handling and processing standards under the National Organic Program differ from European organic standards in several areas. In general the differences are in post harvest materials and inputs, processing aids and methods, waste management, and labor issues.

The WSDA European Organic Verification Program Additional Requirements outline the European organic standards that are different from the National Organic Program. These additional requirements are adapted from the European Council Regulation EEC 2092/91 and the International Federation of Organic Agricultural Movements Basic Standards (IFOAM).

Please refer to the European Organic Verification Program Additional Requirements for more details on the differences between the National Organic Program, European organic standards, and IFOAM standards.

Do I have to apply for European Organic Verification Program certification for all organic products handled or processed at my facility?

No. Handlers and processors that wish to participate in the European program are not required to enter as an entire operation. Individual products may be certified under the Handler and Processor European Program.

How do I know if a WSDA certified producer is approved for compliance with European Council Regulation EEC 2092/91 and IFOAM Basic Standards?

WSDA Organic Food Program has developed a European Organic Verification Program for producers whose products are exported to the European Union. Producers who apply for the European program will be evaluated for compliance with EEC 2092/91 and IFOAM Basic Standards and given an EOVP Certificate if approval is granted. Handlers and processors should keep a copy of this certificate on file in addition to the producer's National Organic Program Certificate to verify compliance.

Due to the fact that many producers don't often know the final destination for their products, it is imperative that handlers and processors exporting to the European Union inform WSDA producers of the need to be certified under the EOVP if the producer's product is expected to be exported. Failure of a producer to apply for the EOVP at the beginning of the year may result in shipping delays for handlers and processors or even denial of EOVP certification of products.

What kind of documentation is required to ship my products into the European Union?

All shipments of organic products exported to the European Union must be accompanied by a European Community Certificate of Inspection (ECC 1788/2001). Please refer to the Export Document section of this Certification Guide for details regarding the issuance of Certificates of Inspections.



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

European Organic Verification Program
Post harvest Handling – floatation agents
September 24, 2004

To: All Processors and Handlers within the European Organic Verification Program

US organic standards

The US National Organic Standards establishes the National List, which allows all non-synthetic (natural) materials, unless specifically prohibited and prohibits all synthetic materials unless specifically allowed. Approved floatation agents include sodium silicate, sodium sulphate, and lignin sulfonate.

European Organic Standards

The European organic standards, EEC 2092/91, include lists of materials that are allowed for use in organic food production and handling. The list of materials for crop production is specified in Annex II of the regulations. The list of materials for processing is specified in Annex VI of the regulations. Unlike the US National Organic Standards, which allows all natural materials to be used, the European organic standards specify that only materials that are listed in Annex II or Annex VI may be used in organic production and handling.

Sodium silicate, sodium sulphate, and lignin sulfonate are not currently listed in Annex II or Annex VI. WSDA is unaware of any floatation agents that comply with the European organic standards.

A copy of the European Regulation (EEC 2092/91) can be found at <http://www.defra.gov.uk/farm/organic/imports/index.htm>. If you would like a hard copy of these regulations mailed to you, please contact me at (360) 902-1924, FAX (360) 902-2087, or email: mmcevoy@agr.wa.gov.

Sincerely,

Miles McEvoy
Organic Program Manager

PART THIRTEEN

JAS INSPECTION PROGRAM FOR WSDA HANDLERS AND PROCESSORS

Beginning April 1, 2001, all organically labeled products sold in Japan are required to be in compliance with JAS (Japanese Agricultural Standards) and carry the Organic JAS Seal. The JAS seal ensures that the process to produce the product is in compliance with the JAS organic standard and that the particular product has passed the internal JAS grading system. JAS standards only apply to “organic” or “100% organic” products. The JAS seal therefore cannot be affixed on “Made with JAS Certified Ingredients” products.

Products exported to Japan with the JAS seal affixed, must be JAS certified by a Recognized Certification Organization (RCO) approved by the Japanese Ministry of Agriculture, Forestry, and Fisheries (MAFF). Handlers or Processors seeking JAS certification must apply directly with a Japan RCO such as ICS-Japan or JONA. Washington State Department of Agriculture Organic Food Program has been authorized to conduct inspections on behalf of these Japan RCO's.

Please note that your company must apply for JAS certification with a Japan Certification Agency, prior to WSDA conducting a JAS inspection.

WSDA JAS Inspection Program Step by Step:

1. Organic handler or processor applies for certification, or renewal certification, with a Japan RCO.
2. Japan RCO notifies WSDA that an application has been received and an inspection is needed.
3. WSDA sends a JAS Inspection Packet to the operation.
4. Operation submits the required paperwork to WSDA.
5. WSDA conducts a JAS inspection at the time of the operation's annual National Organic Program Inspection.
6. WSDA forwards copies of the operation's paperwork and inspection report to the Japan RCO.
7. The Japan RCO reviews the information and, if applicable, grants JAS certification to the operation or outlines areas of non-compliance.

WSDA does not make JAS certification decisions.

Key Requirements for JAS Certification

- Use of JAS approved materials.
- Procedures to prevent commingling and contamination.
- Adequate record-keeping.
- Storage areas properly identified.
- Use of approved pest control materials.
- Procedures in place to recall products that may be contaminated.

Materials Prohibited for Products Exported to Japan

Under the JAS organic standard, the following materials are prohibited for use in the production and/or handling of organic products:

- Potassium bicarbonate – used for disease control.
- Humic acid that is alkali-extracted.
- Lignin sulfonate.

Please note that these materials are allowed for use in organic products under the USDA National Organic Program. Therefore, in order to verify that the above materials have not been used in products exported to

Japan, a signed JAS Compliance Affidavit must be submitted for each organic ingredient used in your JAS certified products.

JAS Inspection Fee

Operations requesting a JAS inspection are charged a fee of \$200 per inspection. Please submit the balance of the fee to this office with your request for JAS inspection.

JAS Organic Standard and Japan RCO Contact Information

A copy of the JAS Organic Standard and further information regarding the JAS certification process may be obtained by contacting the below agencies:

- **JAS Organic Standard**

- www.maff.go.jp/soshiki/syokuhin/hinshitu/organic/eng_yuki_top.htm
Scroll down to number four on the above link for the organic regulation(s) and other relevant information.

Or visit the National Organic Program Website at:

- www.ams.usda.gov/nop/NOP/TradeIssues/JAS.html

- **JONA – Japan Organic and Natural Foods Association**

Address: Takegashi bldg. 3F, 3-5-3, Kyobashi, Chuo-ku, Tokyo, Japan 104-0031

Telephone: 81-3-3538-1851 (from foreign countries) 03-3538-1851 (in Japan)

Fax: 81-3-3538-1852 (from foreign countries) 03-3538-1852 (in Japan)

E-mail: inquiry@jona-japan.org

Web: <http://jona-japan.org/>

- **ICS – Japan - International Certification Services Japan, Inc.**

Operation Department

Address: 4-5-17 Chigasaki-Higashi, Tsuzuki-ku, Yokohama, Kanagawa 224-0031, Japan

Telephone: 81-45-949-4620

Fax: 81-45-949-4621

Email: info@pure-foods.co.jp

Web: www.pure-foods.co.jp

- **ICS – Japan - US Representative Office (at Genetic ID, Inc.)**

Address: 1760 Observatory Drive, Fairfield, IA 52556, USA

Telephone: (515) 472-9979

Fax: (515) 472-9198

Email: info@genetic-id.com

Contact Brenda Book at (360) 902-2090, FAX (360) 902-2087, email: bbook@agr.wa.gov with questions regarding the WSDA JAS Inspection Program.

PART FOURTEEN

EXPORT DOCUMENTS

Several governments require specific documentation from a USDA Certification Agency before the organic product can enter the foreign country. WSDA Organic Food Program has the ability to provide these exports documents in order to facilitate the shipping of an organic product. Below is an overview of the countries requiring additional documentation and the types of export documents provided by WSDA Organic Food Program. Please contact Brenda Book at (360) 902-2090, FAX (360) 902-2087, email: bbook@agr.wa.gov for export document forms or applications, or with questions regarding the requirements of exporting products to the foreign countries.

EUROPE

Certificate of Inspection (EC 1788/2001)

All shipments of organic products exported to the European Union must be accompanied by a European Community Certificate of Inspection (ECC 1788/2001) which identifies the certified producers and handlers of the products as well as the details of the shipment. Upon receipt of an application for a Certificate of Inspection and a copy of the bill of lading for the shipment, WSDA staff will review the application and products for compliance with European Union Standards and issue the Certificate of Inspection for a fee of \$40 per certificate. The Handler requesting the Certificate of Inspection will be billed on a monthly basis for this service. Copies of all Certificates of Inspection issued for your facility must be kept on file and available for review by your inspector.

Please note that WSDA is unable to sign off on a Certificate of Inspection that contains product that has not been produced and handled according to European Standards (EEC 2092/91). You must ensure your company has obtained verification of a product's compliance, prior to the shipping of an organic product to Europe. Please refer to the EOVP information in this guide for details on European certification for producers and handlers.

European Union Compliance Affidavits

As noted above, products entering the European Union must be certified according to European Standards. In order to verify that products meet this requirement, a European Union Compliance Affidavit may be required. The Compliance Affidavit must be signed by the producer of the product and by the producer's certification agency and state that the product complies with European standards (EEC 2092/91). Upon receipt of an affidavit that has been first signed by a WSDA certified producer, WSDA staff will review the affidavit and product for compliance with European Standards and complete the affidavit for a fee of \$20 per affidavit. The operation requesting the affidavit will be billed on a monthly basis for this service. Copies of all affidavits issued for your facility must be kept on file and available for review by your inspector. *Please note that a copy of a producer or handler's WSDA European Organic Verification Program Certificate may often be substituted for the European Union Compliance Affidavit.*

JAPAN

USDA Export Certificate (TM-11)

On March 27, 2002, the United States Department of Agriculture (USDA) announced that the Japanese Ministry of Agriculture, Food and Fisheries (MAFF) has determined that USDA's National Organic Standards meet the requirements of the Japanese Agricultural Standards (JAS). This official recognition means that plant-based agricultural products from United States' certified operations may be labeled or represented in Japan as organic. The recognition arrangement does stipulate, however, that ***alkali-extracted humic acid, lignin sulfonate and potassium bicarbonate*** may not be used in raw or processed organic food exported to Japan. Although these substances are allowed under the U.S. organic standards, confirmation that the

materials have not been applied to the product must be obtained prior to the shipping of products to Japan – *Please see the information below regarding Japan Compliance Affidavits.*

The export arrangement with MAFF requires the Accredited Certification Agencies, such as WSDA, to issue an export certificate (TM-11) for each shipment of organic product entering Japan that does not contain the JAS logo - *Please refer to the JAS Inspection Program information in this guide for details on the requirements for labeling products with the JAS logo.* Upon receipt of an application for a USDA Export Certificate and a copy of the bill of lading for the shipment, staff will review the application and products for compliance with Japan regulations and issue the Export Certificate for a fee of \$40 per certificate. The Handler requesting the Certificate will be billed on a monthly basis for this service. Copies of all Certificates issued for your facility must be kept on file and available for review by your inspector.

Please note that WSDA is unable to sign off on a USDA Export Certificate that contains product that has not been produced and handled according to Japan requirements. Please ensure your company has obtained verification of a product's compliance, prior to the shipping of an organic product to Japan.

Japan (JAS) Compliance Affidavits

As noted above, Japan does not allow the use of ***alkali-extracted humic acid, lignin sulfonate and potassium bicarbonate*** in the production or handling of products that are exported to Japan. In order to verify that products meet this requirement, a Japan Compliance Affidavit must be signed by the producer of the product and by the producer's certification agency stating that the above materials were not used. Upon receipt of an affidavit that has been first signed by a WSDA certified producer, WSDA staff will review the affidavit and products for compliance with Japan regulations and complete the affidavit for a fee of \$20 per affidavit. The operation requesting the affidavit will be billed on a monthly basis for this service. Copies of all affidavits issued for your facility must be kept on file and available for review by your inspector.

KOREA

Korea Export or Transaction Certificate for Processed Organic Products

The labeling requirements for processed organic products imported by Korea were updated in 2003 to more closely parallel organic labeling requirements in the U.S. In order to clear Korean customs, however, U.S. exporters of processed organic foods need to make certain that all required documentation accompanies their products. A USDA accredited certifying agent, such as WSDA, must first certify the processed product according to the National Organic Program and then provide an export or transaction certificate for the shipment in order for the processed product to enter Korea. Additional Korean certification is unnecessary because the Korean Food and Drug Administration (KFDA) will recognize the WSDA certificate.

Upon receipt of an application for a Korean Export Certificate and a copy of the bill of lading for the shipment, staff will review the application and issue the Export Certificate for a fee of \$40 per certificate. The Handler requesting the Certificate will be billed on a monthly basis for this service. Copies of all Certificates issued for your facility must be kept on file and available for review by your inspector.

Contact Brenda Book at (360) 902-2090, FAX (360) 902-2087, email: bbook@agr.wa.gov for export document forms or applications, or with questions regarding the requirements of exporting products to the foreign countries.

PART FIFTEEN

ORGANIC ADVISORY BOARD

The WSDA Organic Advisory Board (OAB) was established in 1987 to advise WSDA concerning the implementation of the Organic Food Program. The OAB consists of organic producers, processors, handlers and other interested parties that meet to discuss the Organic Food Program and recommend policy to the WSDA Organic Food Program. The members of the board include:

- Aaron Avila, Ag. Chemical Company and G.S. Long Co. Inc/Genesis Agri Products, Yakima
- Michael Blakely, Growing Things, Carnation
- Dain Craver, Crave Organic Orchard, Royal City
- Michele Catalano, Pike Place Market CSA Program, Seattle
- Dan Dufault, Emmanuel Enterprises, Inc., Plymouth
- David Granatstein, WSU Center for Sustaining Agriculture and Natural Resources, Wenatchee
- Jennifer Hall, WSU Extension, Spokane
- Orlin Knutson, Alamo Orchards, Mattawa
- Marilyn Lynn, Rama Farms, Bridgeport
- Harold Ostenson, Pacific Organic Produce, George
- Phil Unterschuetz, Integrated Fertility Management, Wenatchee
- Roger Wechsler, Samish Bay Cheese, Bow
- Steve Hallstrom, Tolt Gardens, Oakville

The Organic Advisory Board meetings are open to the public. Contact Miles McEvoy at 360-902-1924 or mmcevoy@agr.wa.gov for more information, or if you would like to serve on the Organic Advisory Board.

PART SIXTEEN

ORGANIC FOOD PROGRAM STAFF

- Christa Bemis, Organic Office Assistant Senior, Olympia, 360-902-1805, cbemis@agr.wa.gov - Administrative support; Receptionist.
- Brenda Book, Organic Program Specialist, Olympia, 360-902-1887, bbook@agr.wa.gov - Coordinates processor and handler certification, Coordinates organic handler and processor export issues, Reviewer.
- Richard Carr, Organic Food Inspector, Bellingham, 360-561-2404, rcarr@agr.wa.gov - Inspector, North Western Washington.
- Pamela Coleman, Organic Program Specialist, 360-902-1805, Olympia, pcoleman@agr.wa.gov, reviews applications and inspection reports, coordinates organic mushroom certification.
- Jeff Collins, Organic Food Inspector, Chelan, 509-682-8457, jcollins@agr.wa.gov - Inspector, North Central Washington.
- Les Eklund, Organic Field Supervisor, Olympia, 360-902-1891, leklund@agr.wa.gov - Supervises and trains field inspectors; Inspector, Quality Assurance.
- Mike Haskett, Organic Food Inspector, Yakima, 509-225-2612, mhaskett@agr.wa.gov - Temporary Inspector, South Central Washington.
- Rachael Jamison, Organic Program Specialist, Olympia, 360-902-1951, rjamison@agr.wa.gov - Coordinates work on organic export issues; Organic Food Inspector; Reviewer.
- Katherine Withey, Organic Program Specialist, Olympia, 360-902-1877, kwithey@agr.wa.gov - Evaluates materials for brand name material registration, Reviewer, coordinates livestock certification issues.
- Miles McEvoy, Organic Program Manager, Olympia, 360-902-1924, mmcevoy@agr.wa.gov - Compliance, Budget; Personnel, Legislative and rule changes, Quality Assurance, and Accreditation.
- John Morrison, Organic Food Inspector, Spokane, 208-882-7322, jmorrison@agr.wa.gov - Inspector, Eastern Washington.
- Jennifer Watson, Organic Program Secretary Lead, Olympia, 360-902-1885, jwatson@agr.wa.gov - Document control, Fees, Administrative support.

If you have any questions regarding organic certification, please contact

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<http://www.agr.wa.gov/FoodAnimal/Organic/default.htm>.